



Request for Proposal (RFP)
Michigan Department of Technology, Management and Budget (DTMB)
for
Department of Department of Human Services (DHS), Department of State (DOS), Department of
Military and Veterans Affairs (DMVA) and Department of Licensing and Regulatory Affairs (LARA) -
Gaylord, MI
SR #2011-0152

Questions & Answers
March 22, 2012

- Q. The RFP indicates that the DMVA needs 1,000sf - - how many offices, conference room, filing room, lobby, reception area, public/private bathrooms?**
- A. MVA requires the following; one (1) enclosed office, one (1) unisex ADA compliant bathroom (unless a common bathroom is within close proximity), and storage space (if available within suite).
- Q. Same for LARA at 5,500sf; Can you provide me either a proposed floor plan for these other agencies or a list of rooms requested?**
- A. A Space Estimator is now available to review and should assist with the amount of rooms that are required for LARA
- Q. RFP item 1.2 Space (Premises) are the individual lease spaces correct, with the total lease space being incorrect?**
- A. The total amount of space for all agencies combined is 20,000 – 22,000 SF
- Q. RFP item 1.3 Parking, is the range of required spaces (90-175) based on which agencies lease space with this RFP?**
- A. DHS requires 95 parking spaces, LARA requires 60 parking spaces, DOS requires 14 parking spaces and MVA requires 4 parking spaces; for a total of 173 parking spaces.
- Q. Is the SOS floor plan the plan for the area referred to as DOS in RFP item 1.2 Space (Premises)?**
- A. The floor plan for SOS is a sample and is provided as a guideline of what is required.
- Q. Is there any other information on requirements for the SOS/DOS space?**
- A. The SOS minimum design standards are provided to assist in determining the space requirements.
- Q. Is there any information on layout or requirements for the DMVA space?**
- A. MVA requires the following; one (1) enclosed office, one (1) unisex ADA compliant bathroom (unless a common bathroom is within close proximity), and storage space (if available within suite).
- Q. Is the programming analysis for the Human Services - Otsego Training Center, the same space that is referred to as LARA in RFP item 1.2 Space (Premises)?**
- A. The Training Center (3,927 SF) is part of the overall space requirement for DHS (13,250 SF).